



**miskanawah**

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Miskanawah (meaning, 'many little paths' in Cree) is an Indigenous-led organization offering supportive services grounded in cultural traditions and teachings, and we believe children, youth and families thrive in a culturally responsive community.

Miskanawah recognizes our home fire as the heart of belonging and essential to building strong, resilient Indigenous communities. Founded on the principle of Wahkotiwini: living in relationship, Ka-pe-kiwehtahat (meaning, 'bringing them home' in Cree) is a diversion program that seeks to increase access to affordable, safe housing options, and prevent housing breakdown for Indigenous people in the Calgary community.

## **POSITION**

### **Ka-pe-kiwehtahat: Team Lead**

**Program:** Ka-pe-kiwehtahat

**Location:** 2335 – 30 Avenue NE

**Position Type:** Full-Time

**Hours:** Monday to Friday (37.5 hours/week)

#### **Position Summary:**

The Ka-pe-kiwehtahat Team Lead is responsible for providing leadership and supervision to the Housing Support Team. This role oversees the coordination and delivery of program activities, ensuring that individuals and families not only receive financial assistance but also have access to a comprehensive range of culturally relevant services and supports.

The Team Lead is committed to empowering staff to effectively reduce barriers faced by families, individuals, and youth, enabling them to access services and navigate complex systems. Through collaborative leadership, the Team Lead fosters a supportive environment that prioritizes holistic care, cultural connection, and positive outcomes for participants.

#### **Core Competencies:**

- Cultural Sensitivity
- Client Focus
- Adaptability
- Communication
- Resourcefulness
- Teamwork

#### **Job Responsibilities:**

- Determine staffing requirements and oversee the hiring of program staff



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- Support staff curiosity, learning and engagement with Indigenous culture and ceremony
- Collaborate with community agencies to support the needs of Indigenous families, single adults and youth who may be at risk of becoming homeless
- Coordinate program activities by scheduling work assignments, setting priorities, and delegating work accordingly
- Manage program budget and distribution of funds
- Conduct team meetings
- Ensure that all employees comply with agency policies, procedures, and ethical standards
- Maintain client files and data systems entries in accordance with agency standards of practice
- Work collaboratively with Miskanawah programs and other key community service providers to best support people served
- Ensure outcomes data is collected and reported accurately
- Attend agency leadership meetings and ensure important communication is shared with staff team
- Complete program reports to funder(s)

#### **Skills & Experience:**

- Have a thorough understanding of Housing First and Harm reduction best practices
- Assessment and referral knowledge in the Calgary social service community
- Understanding of the Residential Tenancies Act and associated legislation
- Proficient computer skills required
- Excellent written and oral communication skills required
- A strong understanding and passion for homeless prevention and shelter diversion work is an asset
- Skill in developing and maintaining community partnerships
- Knowledge of Calgary and area resources and how to access them
- Previous work with Indigenous families is an asset
- Organizational and time management skills
- Ability to maintain a high level of accuracy in preparing and entering information
- Act as a role model, showing positive interaction and problem solving

#### **Job Requirements:**

- Diploma in a human service field with related experience
- Leadership experience in housing and/or related human services sector
- Knowledge of and willingness to engage in Indigenous cultural traditions
- Police Record Check
- Child Intervention Record



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- Use of a reliable vehicle with \$2,000,000 liability, permission to carry passengers and business coverage on the vehicle
- Valid driver's license and a driver's abstract with minimal demerits

**Work Conditions:**

- Interaction with youth, employees, management, and the public at large
- Interaction with others under varying circumstances, including situations of a highly sensitive nature
- Attendance and participation in training
- Occasional overtime
- Working in a busy environment with frequent interruptions
- Flexible hours, including occasional evenings and weekends

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to [jfox@miskanawah.ca](mailto:jfox@miskanawah.ca) and reference "**Ka-pe-kiwehtahat Team Lead**" in the the subject line.